



## **FURNITURE STANDARDS**

These standards apply to the selection and purchase of furniture for all City Departments.

Criteria used to determine these standards included ease of movement, flexibility, durability, compatibility with existing systems, environmental considerations, guarantees and warranties, life cycle cost, refurbishing and surplussing options, stability and strength, image and acquisition procedures. Additionally, the purchase of remanufactured panels and/or furniture is highly encouraged in order to support environmental stewardship.

### **1. Task/Desk Chairs**

The City's Copernicus Office Furniture Commodities Team is currently developing chair standards. Standards will be based on the following criteria: ergonomics/adjustments, durability (using chair and fabric warranties as a measure), parts and service availability, and environmental considerations (including recycled content, design for disassembly/recycling, impact on indoor environment, and bans on using ozone depleting substances). Until these standards are promulgated, it is recommended that the employee evaluate one or more chairs using these criteria prior to making a selection for acquisition. Chair evaluation should be arranged between the department and the vendor.

### **2. Panels**

- a. Periodically, the City selects, through the bidding process, a single supplier of systems furniture panels. Currently the Steelcase brand has been selected as the City's standard for panels. Bank and Office Interiors is the City's vendor for Steelcase panels. The consultant shall confirm the current source and standard prior to commencing furnishings design.
- b. Standard panel height is 66" or lower. The use of lower panel heights (53" or less) is encouraged in order to provide as much daylight as possible to open plan workstations. Open-bottomed panels are also encouraged, to facilitate air movement.

### **3. Workstation Furniture**

- a. Periodically, the City selects, through the bidding process, a single supplier of workstation furniture. The Steelcase series brand has been selected as the City's standard for workstation furniture, including desks, returns, work station tables, computer furniture, credenzas, file cabinets, bookcases and storage cabinets. Bank and Office Interiors is the City's vendor for Steelcase furniture. The consultant shall confirm the current source and standard prior to commencing furnishings design.
- b. Panel-dependent or wood furniture shall not be purchased without written approval from the Municipal Facilities Administrator. Wood furniture shall be limited to items manufactured from wood certified sustainably harvested by an independent certification authority, such as the Forest Stewardship Council.
- c. Worksurfaces shall be 75" or shorter in length. Lengths of 60" or less are highly encouraged to provide flexibility.

### **4. Non-Workstation Furniture and Non-Desk Chairs**

Standards do not exist for furniture for conference rooms and reception areas, or for non-workstation furniture and chairs. The consultant shall confer with the Project Manager and the occupying department administration prior to specifying non-standard furnishings.



It is recommended that all purchases factor in the applicable criteria outlined above for task and office chairs, with special attention to durability, reuse/recyclable components, and impact on the indoor environment.

## **5. Finish Options**

Three sets of coordinated finish options have been defined for Steelcase panels and workstation furniture. It is recommended that all purchases adhere to one of these standards. However, departments may elect to use finishes that match or complement existing Steelcase finishes currently in use.

<b>Finish Type</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
Speckle laminate	2822 Woodrose Speckle	2823 Driftwood Speckle	2824 Smoke Speckle
Paint	4601 Woodrose	4604 Driftwood	4607 Smoke
Trim paint	4718 Grotto	4718 Grotto	4763 Graphite
Solid Laminate	2810 Dawn	2722 Cream	2811 Mist
Fabric	Amirante 5666 Silver Frost	Fresno G003 Faon	Cornice P133 Crown

**End of Appendix 1 - D**